

PSG/RSD-05/78

3 March 1978

MEMORANDUM FOR: [redacted]
Chairman, Micrographics Task Force

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FROM : [redacted]
Chief, Reference Services Division, NPIC/DD/S&T

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SUBJECT : DD/S&T Micrographics Activities

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I. General Background

The DD/S&T micrographics operations are limited to the offices of NPIC and OD&E. The scope of the operations in both of these offices is relatively small when compared to the micrographics activities in the other Agency Directorates. For example, of the 108 Agency full- or part-time micrographics personnel, the DD/S&T has only six full-time people or 6% of the total Agency micrographics personnel. The annual DD/S&T personnel costs total [redacted] 7% of the Agency's annual [redacted] micrographics personnel expenditure. In addition the DD/S&T's micrographic equipment inventory comprises about 17% of the Agency's total micrographics equipment. And finally the micrographics production output of the DD/S&T amounts to approximately 7.3% of the Agency's annual production effort of 1.9 million original camera images.

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II. Critical Need

Even though the DD/S&T's micrographics operations are comparatively small they are extremely vital to the mission and services provided by NPIC and OD&E. Both office micrographic operations are custom tailored to the specific office and customer needs. In addition both operations are integral parts of office production cycles and work flows. The loss or impairment of these services would have a serious effect on the ability of the DD/S&T to meet its customer needs and tasking requirements efficiently and effectively.

III. OD&E Micrographics Operations

The OD&E micrographics operations are built around a contract monitor/ industrial contractor interactive system. The OD&E micrographics equipment was specifically purchased to interface with similar equipment currently

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located at industrial contractor facilities. The OD&E equipment is located at several different and strategic component office sites for maximum customer utilization. This equipment was also selected so that it could be operated by the non-micrographic-trained personnel. Thus, the customer or contract officer who needs a quick response can carry his own work to the equipment, complete it according to his own special needs, examine the finished product for quality and completeness, and carry the finished production back to his office with a minimum amount of trouble and lost time.

IV. NPIC Micrographics Operation

A. At NPIC, the micrographics operations are custom-tailored to support a priority photographic exploitation effort. In its role as a national center, NPIC must provide internal and external micrographics support to intelligence community components. To meet this responsibility the NPIC Microform Section must:

- provide for timely, high-quality micrographic reproductions of all national imagery-derived exploitation products;

- maintain a master microfiche file of all imagery-derived exploitation products;

- provide for the timely micro-publishing and dissemination of microfilm copies of imagery-derived products to members of the intelligence community including, in particular, NPIC components, NPIC tenant organizations [redacted]

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- provide direct, timely and customized microfilming services to individuals by converting work files, photo interpreter aids and reference materials to a variety of different microfilm formats.

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B. The NPIC Microform Section spends approximately two-thirds of its annual effort supporting internal NPIC and [redacted] tenant component requirements. [redacted]

C. NPIC's micrographics applications and programs are very conventional in nature. The Microform Section's equipment inventory consists of two step-and-repeat microfiche cameras, three planetary cameras, and two rotary cameras, one rotoline camera, and associated film processors and duplicators

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for a total of 21 different pieces of micrographic equipment. With this equipment, NPIC produces 16mm and 35mm roll film, standard microfiche, microfiche jackets, and aperture cards.

NPIC produces regular microfilm output on 25 different types of NPIC exploitation products which are, in turn, disseminated regularly to 20 to 30 different customers throughout the intelligence community. NPIC does not have any special micrographics programs or unique equipment such as a COM output capability.

V. DD/S&T Future Micrographics Role

The DD/S&T does not intend to expand its micrographics operations in the future. The Directorate's requirements are adequately being met with current micrographic personnel and equipment. The DD/S&T foresees no major special equipment purchases, or major product dissemination expansions. Both NPIC and OD&E will, however, attempt to follow a vigorous program to get more people to use its services and convert their files, where applicable, to microform formats. NPIC will also attempt to emphasize micropublishing as a viable dissemination technique. Both applications can, however, be handled without DD/S&T's present micrographic resources.

VI. DD/S&T Micrographic Ties to Printing and Photography Division

NPIC and OD&E have close ties to the Printing and Photography Division (P&PD)/OL/DDA. Micrographics personnel from both offices are in close contact with P&PD on both special and routine day-to-day production requirements. NPIC is totally dependent upon P&PD to meet all of its COM requirements and OD&E is dependent upon P&PD for occasional special filming jobs. In addition, the DD/S&T recognizes P&PD and the Agency's Micrographics Officer in the Information Systems Analysis Staff (ISAS)/DDA as the Agency's micrographics experts. As such, NPIC and OD&E look to both these organizations for Agency micrographics policy and technical guidance. NPIC and OD&E also have representatives on the Micrographics User Group and IHC Micrographics Working Group and its subcommittees. In addition, the DD/S&T intends to continue to coordinate all micrographics equipment purchases and future technical problems including micrographics standards, with P&PD and ISAS.

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